

## WATER COMMISSION COST-SHARE APPLICATION CHECKLIST

(This checklist must be attached to all applications for Water Commission cost-share assistance.)

Project sponsors requesting cost-share assistance from the North Dakota Water Commission are required to submit completed applications, including all supplemental materials, at least 45 days in advance of meetings. Incomplete applications or those submitted after the 45 day deadline will not appear on the next meeting agenda. Project sponsors, or their authorized representative, must verify that the following information is included as part of their application package for cost-share assistance.

Project Name:	Sponsoring Entity:
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Initial If Applicable, or NA If Not	Required SWC Cost-Share Application Materials
	Cost-Share Application Form (SFN 60439)
	Project Specific Map (Including an inset map of location within state.) <a href="#">See Examples</a>
	<a href="#">Detailed Project Costs SFN 61801</a> (complete fillable worksheet)
	Approved Drainage Permit (Rural Flood Control Only)
	Results Of Positive Assessment Vote (Rural Flood Control Only)*
	Sediment Analysis (Drain Reconstructions Only)
	Acquisition Plan (Flood Recovery Property Acquisition Program Only)
	Proof of HMGP Funding Ineligibility (Flood Recovery Property Acquisition Program Only)
	Economic Analysis Worksheet (Flood Control & Water Conveyance Projects Only)
	Life Cycle Cost Analysis Worksheet (Water Supply Projects Only)
	Capital Improvement Plan (Water Supply Projects Only)

*\* A pre-application process is allowed for assessment projects. (See Project Funding Policy, Procedure, and General Requirements)*

I hereby certify that the information contained in this application for cost-share assistance is true and accurate, and all required materials have been provided with this application. I have read and understand the Water Commission's requirements for a completed application, and further understand that the submission of an incomplete application package will not be considered by the Water Commission for cost-share assistance.

\_\_\_\_\_  
Project Sponsor (Printed Name)

\_\_\_\_\_  
Project Sponsor (Signature)

\_\_\_\_\_  
Date

### PLEASE NOTE

The cost-share application (SFN 60439); Life Cycle Cost Analysis Worksheet; Economic Analysis Worksheet; Project Funding Policy, Procedure, and General Requirements; and future meeting dates are available via the Water Commission website at [swc.nd.gov](http://swc.nd.gov). If you have questions, please call 701-328-4989 or email [swccostshare@nd.gov](mailto:swccostshare@nd.gov).



**COST-SHARE REQUEST**  
NORTH DAKOTA WATER COMMISSION  
PLANNING DIVISION  
SFN 60439 (4/2020)

This form is to be filled out by the project or program sponsor with Water Commission staff assistance as needed. Applications for cost-share are accepted at any time. However, applications received less than 45 days before a Water Commission meeting will be held for consideration at the next scheduled meeting.

Please answer the following questions as completely as possible. Supporting documents such as maps, detailed cost estimates, and engineering reports should be attached to this form. If additional space is required, please use extra sheets as necessary.

For information regarding cost-share program eligibility see the *Water Commission Cost-Share Policy, Procedure, and General Requirements* – available upon request or at [www.swc.nd.gov](http://www.swc.nd.gov).

Project, Program, Or Study Name		
Sponsor(s)		
County	City	Township/Range/Section
Description Of Request <input type="checkbox"/> New <input type="checkbox"/> Updated (previously submitted)		
Jurisdictions/Stakeholders Involved In This Project		
Specific Needs Addressed By The Project, Program, Or Study And Level Of Study Review Completed		
If Study, What Type <input type="checkbox"/> Water Supply <input type="checkbox"/> Hydrologic <input type="checkbox"/> Floodplain Mgmt. <input type="checkbox"/> Feasibility <input type="checkbox"/> Other		
If Project/Program <div style="display: flex; flex-wrap: wrap; padding: 5px;"><div style="width: 25%;"><input type="checkbox"/> Bank Stabilization</div><div style="width: 25%;"><input type="checkbox"/> Irrigation</div><div style="width: 25%;"><input type="checkbox"/> Recreation</div><div style="width: 25%;"><input type="checkbox"/> Snagging &amp; Clearing</div><div style="width: 25%;"><input type="checkbox"/> Dam Safety/EAP</div><div style="width: 25%;"><input type="checkbox"/> Multi-Purpose</div><div style="width: 25%;"><input type="checkbox"/> Ring Dike Program</div><div style="width: 25%;"><input type="checkbox"/> Water Retention</div><div style="width: 25%;"><input type="checkbox"/> FEMA Levee Program</div><div style="width: 25%;"><input type="checkbox"/> Municipal Water Supply</div><div style="width: 25%;"><input type="checkbox"/> Rural Flood Control</div><div style="width: 25%;"><input type="checkbox"/> Flood Protection Program</div><div style="width: 25%;"><input type="checkbox"/> Property Acquisition Program</div><div style="width: 25%;"><input type="checkbox"/> Rural Water Supply</div></div>		
Description Of Problem Or Need And How Project Addresses That Problem Or Need		

What Are The Potential Obstacles To Implementation (i.e., problems with land acquisition, permits, funding, local opposition, environmental concerns, etc.)?

Funding Timeline (carefully consider when SWC cost-share will be needed)

Source	Total Cost	2019-2021 7/1/19-6/30/21	2021-2023 7/1/21-6/30/23	Beyond 7/1/23
Federal	\$	\$	\$	\$
Water Commission	\$	\$	\$	\$
Other State	\$	\$	\$	\$
Local	\$	\$	\$	\$
Total	\$	\$	\$	\$

Funding Detail (provide names and amounts from all potential funding sources from the table above.)

Source	Amount	Grant Or Loan	Term	Interest
	\$			%
	\$			%
	\$			%
	\$			%

Explain Timelines For All Phases And Their Current Status (Study, Design, Bid, Construction, Completion, Etc.)

Has Economic Analysis Been Completed? ☐ Yes ☐ No ☐ Ongoing ☐ Not Applicable

Has Life Cycle Cost Analysis Been Completed? ☐ Yes ☐ No ☐ Ongoing ☐ Not Applicable

Has Feasibility Study Been Completed? ☐ Yes ☐ No ☐ Ongoing ☐ Not Applicable

Has Engineering Design Been Completed? ☐ Yes ☐ No ☐ Ongoing ☐ Not Applicable

Have Land Or Easements Been Acquired? ☐ Yes ☐ No ☐ Ongoing ☐ Not Applicable

Have Assessment Districts Been Formed? ☐ Yes ☐ No ☐ Ongoing ☐ Not Applicable If Yes, (Date)?

Has Sediment Analysis For Reconstruction Of An Existing Drain Been Completed? ☐ Yes ☐ No ☐ Not Applicable

Are Connections For New Rural Customers Located Within The Extra-Territorial Jurisdiction Of A Municipality? ☐ Yes ☐ No

Have You Applied For Any State Permits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			Type/Number
Have You Been Approved For Any State Permits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			Type/Number
If Yes, Please Explain			
Have You Applied For Any Local Permits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			Type/Number
Have You Been Approved For Any Local Permits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			Type/Number
If Yes, Please Explain			
Submitted By			Date
Address	City	State	ZIP Code
Sponsor's Telephone Number		Sponsor's Email Address	
Engineer's Name		Engineer's Telephone Number	
Engineer's Company		Engineer's Email Address	
I Certify That, To The Best Of My Knowledge, The Provided Information Is True And Accurate.			
Signature			Date

**E-MAIL TO:**  
swccostshare@nd.gov

**MAIL TO:**  
ND Water Commission • ATTN: Cost-Share Program  
900 E Boulevard Ave. • Bismarck, ND 58505-0850